
MEMORANDUM

**TO: WITNESSES APPEARING BEFORE THE COMMITTEE ON
SCIENCE, SPACE, AND TECHNOLOGY DURING THE 114th
CONGRESS**

FROM: COMMITTEE ON SCIENCE, SPACE, AND TECHNOLOGY

**RE: RULES GOVERNING APPEARANCE BEFORE THE
SUBCOMMITTEE**

The following procedures govern witnesses appearing before the Committee on Science, Space, and Technology for the 114th Congress:

1. The Rules of the Committee require you to complete the attached **Truth-In-Testimony Disclosure Form** to disclose the amount and source (by agency and program) of any Federal grant (or subgrant thereof) or contract (or subcontract thereof) received during the current fiscal year or either of the two previous fiscal years by you or by an entity represented by you which are relevant to the subject matter of your testimony or the hearing at which you are testifying. Should you need extra space, please provide additional information on a separate sheet of paper.
2. You must submit to the Committee a **draft copy of your written testimony no less than 72 hours**, excluding weekends and Federal holidays, before you are to testify.
3. **No less than 48 hours**, excluding weekends and Federal holidays, before you are to testify, you must also submit to the Committee:
 - An **electronic copy of your final written testimony**, preferably in searchable PDF format, including any supporting graphs, charts, or slideshows. This electronic version will be posted on the Committee website, and will be accessible by the public.
 - **Sixty-five (65) hard copies of your final written testimony**, including any supporting graphs, charts, or materials;
 - An **electronic copy of a short narrative biography**;
 - **Sixty-five (65) hard copies of a short narrative biography**;

- **Two (2) hard copies of your Curriculum Vitae;** and
 - **Two (2) hard copies, including one signed original, of your completed Truth-In- Testimony Disclosure Form.**
5. You must notify the Committee **no later than 48 hours** before you are to testify **if you want to use any multimedia capabilities** as provided by the hearing room, and must provide all material to be presented in this fashion in hard copy form to the Committee. Please see *Enclosure 2* for further explanation of hearing room capabilities.
- If you are using any of the room's multimedia capabilities, you or your designee **must arrive no less than 30 minutes before the designated start time of the hearing** to allow for set-up. Failure to do so may result in the multimedia portion of the presentation being canceled.
6. Transcripts of hearings conducted by the Committee shall be published in substantially verbatim form, subject only to technical, grammatical, and typographical corrections.

NOTE: Section 210 of the Congressional Accountability Act of 1995 applies the rights and protections covered under the Americans with Disabilities Act of 1990 to the United States Congress. Accordingly, the Committee on Science and Technology strives to accommodate / meet the needs of those requiring special assistance. If you need special accommodation or require materials in alternative formats, please contact the Committee on Science and Technology in advance of the scheduled event (3 days requested) by telephone at (202) 225-6371, by facsimile at (202) 226-0113, or TTY (202) 226-4410.

**COMMITTEE ON SCIENCE, SPACE, AND TECHNOLOGY
HEARING ROOM CAPABILITIES**

Equipment Capabilities

- A) PROJECTOR—The hearing room is equipped with a ceiling-mounted projector capable of displaying computer graphics and video feed.
- B) DROP DOWN VIDEO SCREEN—The rear of the hearing room is equipped with a large drop down screen viewable from the dais and side seats.
- C) WALL-MOUNTED LCD MONITORS—The hearing room is equipped with two monitors, one on each side of the room, for audience viewing.
- D) WITNESS MONITOR – A monitor will also be in place in front of the witness table so witnesses can see the screen, as well.

Computer- Based Presentation

Please bring your presentation on a memory stick (flash drive, thumb drive) or on your personal laptop to the hearing room at least a half-hour before the hearing so that we may help you set it up at the witness table. If you bring your presentation on a laptop, your laptop should be equipped with a functioning graphics port with either a VGA or MAC external connector. Because there are many makes and models of laptops, please be prepared to operate the external graphics port for your own laptop.

Audiovisual/Multimedia Capabilities

- A) The room supports the following transmission methods to broadcast committee activities to remote sites:
 - 1. Telephone Conferencing (Audio Only).
 - 2. Live Audio-Video Streaming (Webcasting).
 - 3. Video Teleconferencing.
 - 4. Video and Audio overflow transmission to room 2325.
- B) The room receives House Cable TV feeds for display.
- C) The hearing room equipment can playback and display compact discs, dvd discs, and overhead slides.

Equipment Support

Questions should be directed to Committee IT staff at SSTIT@mail.house.gov.

INSTRUCTIONS FOR COMPLETING THE TRUTH-IN-TESTIMONY DISCLOSURE FORM

In General. The accompanying form is intended to assist witnesses appearing before the Committee on Science, Space, and Technology in complying with Rule XI, clause 2(g)(5) of the Rules of the House of Representatives, and Rule III, clause (c)(5) of the Rules of the Committee, requiring that:

In the case of a witness appearing in a nongovernmental capacity, a written statement of proposed testimony shall include a curriculum vitae and a disclosure of any Federal grants, cooperative agreements, or contracts, or contracts or payments originating with a foreign government, received during the current calendar year or either of the two previous calendar years by the witness or by an entity represented by the witness and related to the subject matter of the hearing. The disclosure . . . shall include the amount and source of each Federal grant (or subgrant thereof), cooperative agreement, or contract (or subcontract thereof) related to the subject matter of the hearing; and the amount and country of origin of any payment or contract related to the subject matter of the hearing originating with a foreign government. Such statements, with appropriate redactions to protect the privacy or security of the witness, shall be made publicly available in electronic form not later than one day after the witness appears.

Please complete the form in accordance with these directions.

1. ***Name (Item 1 on the form).*** Please provide the name of the witness in the box at the top of the form.
2. ***Governmental Entity (Item 2).*** Please check the box indicating whether or not the witness is testifying on behalf of a government entity, such as a Federal department or agency, or a State or local department, agency, or jurisdiction. Trade or professional associations of public officials are not considered to be governmental organizations.
3. ***Nongovernmental Entity (Item 3).*** Please check the box indicating whether or not the witness is testifying on behalf of an entity that is not a governmental entity.
4. ***Entity(ies) to be Represented (Item 4).*** Please list all entities on whose behalf the witness is testifying.
5. ***Grants, Cooperative Agreements, and Contracts (Item 5).*** Please list any Federal grants, cooperative agreements or contracts (including subgrants or subcontracts) that the witness personally or the entity the witness is representing has received from the Federal Government on or after October 1, 2012.
6. ***Payments originating with a foreign government (Item 6).*** Please list all foreign government payments paid to the witness personally or to the entity the witness is representing.
7. ***Representational Capacity (Item 7).*** If the answer to the question in item 2 is yes, please characterize the capacity in which the witness is testifying on behalf of the entities listed in item 4.

Enclosure 3

8. ***Affiliated Entities (Item 8).*** Please indicate whether the entity on whose behalf the witness is testifying has parent organizations, subsidiaries, or partnerships that are not represented by the testimony of the witness.
9. ***Grants, Cooperative Agreements, and Contracts (Item 9).*** Please disclose grants, cooperative agreements, and contracts as directed.
10. ***Submission.*** Please sign and date the form in the appropriate place. Please submit this form with your written testimony. Please note that under the Committee's rules, copies of a written statement of your proposed testimony must be submitted before the commencement of the hearing. To the greatest extent practicable, please also provide a copy in electronic format, preferably in searchable pdf format. Written testimony and the Truth-In-Testimony disclosure form will be made publicly available and posted on the Committee's website.

Committee on Science, Space, and Technology
U.S. House of Representatives
Witness Disclosure Requirement - "Truth in Testimony"
Required by House Rule XI, Clause 2(g)(5)

1. Your Name:		
2. Are you testifying on behalf of the Federal, or a State or local government entity?	Yes	No
3. Are you testifying on behalf of an entity that is not a government entity?	Yes	No
4. Other than yourself, please list which entity or entities you are representing:		
5. Please list any Federal grants, cooperative agreements, or contracts (including subgrants or subcontracts) that <u>you or the entity you represent have received</u> on or after October 1, 2012:		
6. Please list any foreign government payments that <u>you or the entity you represent have received</u> on or after October 1, 2012:		
7. If your answer to the question in item 3 in this form is "yes," please describe your position or representational capacity with the entity(ies) you are representing:		
8. If your answer to the question in item 3 is "yes," do any of the entities disclosed in item 4 have parent organizations, subsidiaries, or partnerships that you are not representing in your testimony?	Yes	No
9. If the answer to the question in item 3 is "yes," please list any Federal grants, cooperative agreements, or contracts (including subgrants or subcontracts) that were received by the entities listed under the question in item 4 on or after October 1, 2012, that exceed 10 percent of the revenue of the entities in the year received, including the source and amount of each grant or contract to be listed:		

I certify that the above information is true and correct.

Signature: _____ Date: _____

Enclosure 4

False Statements Act Certification

You are specifically advised that providing false information to this Committee/Subcommittee, or concealing material information from this Committee/Subcommittee, is a crime, and you can be punished for that. If you acknowledge this, please sign the bottom of this form and return to the Committee. This form will be made part of the hearing record.

Witness signature

Date